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31 October 1960

MEMORANDUM FOR: Chief, Control Branch
Chief, Analysis Branch

SUBJECT : Distribution to NSA of Microfilm Copies of Documents
Photographed for the OCR Aperture Card File.

1. The Machine Division since August 1956 has been furnishing NSA with the following material:
 - a. Duplicate microfilms, both 35mm. and 16mm. of all documents filmed except those classified "CIA Internal Use Only".
 - b. Aperture "work" cards from which the aperture cards are prepared in sequence to match the film, with the correct number of apertures for each document.
 - c. The blank aperture cards.
2. At some time since August 1956, first [redacted] 25X1 and then contractor's reports although not stamped "CIA Internal Use Only" were included in batches so marked to prevent copies going to NSA.
3. I can find no written exception to the original agreement to furnish NSA microfilm copies of all documents photographed for the aperture card file except those stamped "CIA Internal Use Only". Therefore, the practice of separately batching [redacted] 25X1 and contractor reports not stamped "CIA Internal Use Only" so as to exclude them from NSA shall be discontinued.

25X1
[redacted]
Chief, Document Division

cc: Chief, Machine Division
CIA Librarian

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